



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1001.24  
N512H  
5 July 2000

**OPNAV INSTRUCTION 1001.24**

From: Chief of Naval Operations

Subj: INDIVIDUAL AUGMENTATION (IA) POLICY AND PROCEDURES

Ref: (a) CJCSI 1301.01A  
(b) OPNAVINST 1001.21B  
(c) Title 10, United States Code

Encl: (1) Individual Augmentation Request Procedures for Navy  
Component Commanders  
(2) OPNAV (N3/N5) Billet Validation Process  
(3) Active Component Process to Source Billets  
(4) Reserve Component Process to Source Billets

1. Purpose

a. To establish policy and procedural guidance for the OPNAV staff and upper echelon commands to support assignment of individuals to meet combatant command Individual Augmentation (IA) requirements.

b. To include use of Reserve Component (RC) manpower resources, both with and without the existence of a Presidential Reserve Call-up (PRC) authority (formerly PSRC).

2. Background. Combatant commands determine and validate billet requirements to support specific National Command Authority (NCA) mission taskings, and subsequently task the Service component commands to provide individuals to meet those requirements. If the Service component does not have sufficient personnel to meet requirements, the shortfalls will be identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates the IA procedures described in this instruction.

3. Policy. With or without the existence of a PRC authority, IA is not intended as recourse to increase peacetime manning levels, to meet training requirements or to fill permanent manning shortfalls. CNO will support fully validated manning requirements identified by combatant commands and their

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associated Navy component commands. A request for IA will receive flag level review at the Navy Component Commander level prior to submission to CNO. OPNAV (N3/N5) will be the final validation authority. Issues or recommendations involving IA policy shall be coordinated with OPNAV (N51). Policies outlined in references (a) and (b) provide guidance for support of Active Component (AC) organizations. Augmentation will be resourced from Navy assets, following the procedures provided in this instruction.

a. As discussed in reference (b), during peacetime, Navy will employ volunteer Reserve forces and personnel to relieve the stress of Personnel Tempo (PERSTEMPO) on the active force by Reserves deploying, when practicable, as well as fulfilling close-to-home Commander in Chief (CINC) requirements that support the deployment of Active forces and personnel. Without PRC authority, billet requirements are an AC responsibility, but may be accomplished by Reserve volunteers.

b. When a PRC authority exists, CNO policy for filling IA requirements shall be for OPNAV (N31) to forward validated billet requirements to OPNAV (N12) (for AC fills) or to OPNAV (N095) (for RC fills). OPNAV (N3/N5) will adjudicate between OPNAV (N12) and OPNAV (N095) for any unresolved, unassigned billet requirements. OPNAV (N12) and OPNAV (N095) shall coordinate resolution of all IA manning issues to achieve the best solution in support of the contingency force and of the Navy. In all cases, the responsibility for filling validated billet requirements shall remain with OPNAV (N12) and OPNAV (N095) as originally assigned. The Director of the Naval Reserve (N095) may fill IA requirements for a PRC using volunteers, non-volunteers, or the short-term reassignment of Training and Administration of Reserves (TAR) personnel as determined by the availability of personnel and the time available to fill the requirement.

c. Navy's Total Force Policy for deployment of personnel in support of contingency operations will be consistent for Active and Reserve forces. Planned duration of deployment of Active and Reserve personnel is 179 days. However, OPNAV (N095)

retains the discretionary authority to adjust Reserve force PRC orders duration as necessary to meet both the operational commanders' requirements and accommodate the employment requirements of the member. Maximum order duration allowable by law for involuntary recall to active duty is addressed in reference (c).

4. Responsibilities. It is the responsibility of the Navy Component Commander and OPNAV (N31, N12 and N095) to carry out the policies and procedures of this instruction.

5. Procedures. Specific procedures for assigning individual augmentees to meet combatant command operational requirements follow:

a. Initial Tasking

(1) The National Command Authority (NCA) assigned mission results in designating a supported CINC and identifies supporting CINCs, Services, and Defense Agencies through the Unified Command Plan (UCP), DOD directives, execute, or deployment orders (EXORD/DEPOD). The supported combatant command determines and validates its force requirements for a specific mission and tasks Service component commands to identify and assign individuals to meet such requirements. The supported commander has an incumbent responsibility to ensure that personnel requirements are validated by a competent and knowledgeable authority within the chain of command.

(2) If the Navy Component Commander cannot fill personnel requirements from forces assigned, OPNAV (N31) will be alerted concurrently with the combatant command headquarters and the Joint Staff (J-1). Procedures for the Navy Component Commander to submit augmentation requests and validations are established in enclosure (1). Navy Component Commander flag officer involvement is a key element in the process. Billet requirements are validated, not people. The availability of PRC authority, Active Duty for Special Work Status (ADSW) contingency funding, and/or a volunteer reservist "by-name fill" does not, in itself, justify a request for individual augmentation or establish a valid augmentation requirement.

b. The OPNAV Validation and Resource Assignment Process.

(1) OPNAV (N31) will initially review and validate the billet augmentation request(s) based upon information submitted by the Navy Component Commander. OPNAV (N12) and OPNAV (N095) will determine the availability of resources to fill the identified shortfalls from internal Navy assets (either Active or Reserve component, respectively) and provides the resource availability information to OPNAV (N31) within three working days. Based upon the coordinated response, OPNAV (N31) will forward formal validated billet fill tasking to either OPNAV (N12) and/or OPNAV (N095) for the augmentee assignment. OPNAV (N12) or OPNAV (N095) retain the responsibility for those billets originally assigned until the requirement is satisfied. OPNAV (N3/N5) will adjudicate between OPNAV (N12) and OPNAV (N095) for the assignment responsibility of any unresolved, unassigned billet requirements. Guidelines for billet validation are addressed in enclosure (2).

(2) With no PRC authority, OPNAV (N12) will source billets with active duty volunteers, RC volunteers (using ADSW), or active duty non-volunteers (if no RC or AC volunteers are available). Enclosure (3) describes the Active Component's process for sourcing billets in support of individual augmentation.

(3) OPNAV (N095) will source billets under PRC authority with volunteers, non-volunteers, or short-term reassignment of TAR personnel. Enclosure (4) describes the Reserve Component's process for sourcing billets in support of individual augmentation.

(4) If OPNAV (N3/N5) does not concur with the augmentation request, OPNAV (N31) will submit a reclama package to the Chairman of the Joint Chiefs of Staff as described in reference (a).

c. There may be unique circumstances when OPNAV (N12) will identify resources external to Navy controlled assets that could be used to fill billet augmentation requirements, such as other

combatant commands, other non-special operation skills assigned to a Service component of United States Special Operations Command (USSOCOM), or to Defense agencies, the United Nations (UN), and North Atlantic Treaty Organization (NATO). Reference (a) addresses the procedures for recommending those assets. The procedures for filling UN and NATO TAD requirements are addressed in reference (a).

d. The supported combatant command may extend personnel beyond their expected rotation date, subject to the concurrence of OPNAV (N3/N5), the supporting combatant command, or Defense Agency, as applicable (Joint Staff (J-1) is also to be informed). Reservists mobilized on a PRC may not be extended beyond a total of 270 days for that PRC (to include the time to redeploy and demobilize). Objections to tour extensions are resolved by the Chairman, Joint Chiefs of Staff.

e. Ongoing Operations. The Navy Component Commander and OPNAV (N31, N12 and N095) will follow these same procedures for submitting individual augmentation requests, validation and billet sourcing as defined for initial tasking, described in paragraph 5.a, above. Requests for recurring IA requirements that last beyond 12 months should be assessed for a Permanent Change of Station fill and/or long term resourcing via the Program Objective Memorandum (POM) process.

6. Action. Addressees will implement the policy and procedures contained in this instruction.

D. L. PILLING  
Admiral, U.S. Navy  
Vice Chief of Naval Operations

Distribution:  
SNDL, Part 2

**INDIVIDUAL AUGMENTATION REQUEST PROCEDURES  
FOR NAVY COMPONENT COMMANDERS**

1. US Navy Component Commanders are expected to thoroughly review on-hand manpower for internal sourcing when tasked to support NCA-directed operations. If individuals cannot be identified internally, the commander may issue a request to OPNAV (N31) for individual augmentation.
2. The augmentation request shall be submitted at the flag level.
3. Critical billets in support of contingency operations should be submitted as early as practicable. Whenever possible, requests shall be submitted six months in advance of the report date.
4. Billet information shall include: (exhibit 1-1)
  - a. Billet line number with billet title
  - b. Paygrade/designator or rate/Naval Officer Billet Classification (NOBC) or Naval Enlisted Classification (NEC)
  - c. Security clearance
  - d. Gender restrictions
  - e. Number of days required
  - f. Report date
  - g. Indicate specific by-name requests (name/rank/ssn, ADSW or PRC).
  - h. Any special requirements (schools, skill sets, clothing, passports, visas, equipment, etc.)
  - i. Location of anticipated TAD assignments

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j. Current manning authorized (Billets Authorized (BA)/Navy Manning Plan (NMP)/Current On Board (COB)) for gaining command/activity.

5. Billet justification may be requested by OPNAV (N31) to facilitate billet validation, to include potential impact on the gaining command if the IA request is not supported.

Enclosure (1)

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**EXHIBIT 1-1 - SAMPLE MESSAGE FORMAT**

P/R XXXXXXXZ XXX 00  
FM (CINC US NAVAL COMPONENT CDR)//N1//  
TO CNO WASHINGTON DC//N3/N5//  
INFO CNO WASHINGTON  
DC//N1/N12/N123/N31/N312/N51/N512/N095/N951/N951M//  
JOINT STAFF WASHINGTON DC//J1-PRD//  
COMNAVRESFOR NEW ORLEANS LA//N1/N13/N32//  
(OTHER INFO ADDEES AS APPROPRIATE)  
BT  
UNCLAS//N01320//  
MSGID/GENADMIN/(CINC US NAVAL COMPONENT CDR)//  
SUBJ/TAD AUGMENTATION REQUEST ISO (NCA DIRECTED OPERATION  
NAME)//  
POC/J.P. JONES/CDR/(NAVAL COMPONENT COMMANDER)/N1/DSN:XXX-777-  
0000/FAX DSN: XXX-777-0001/  
COMM: XX-999-777-0000/FAX: XX-999-777-0001/UNCLAS E-MAIL:  
N1@CUSNCCDR.NAVY.MIL//  
RMKS/1. REQUEST ASSISTANCE IN FILLING THE FOLLOWING CINC (EUCOM,  
PACOM, CENTCOM, ETC) VALIDATED BILLETS ISO (THE NCA DIRECTED  
OPERATION):  
A. (NCA DIRECTED OPERATION NAME) LINE NO: JTF-055/P3 IMAGERY LNO  
(1) LT (O-3)/13XX/NOBC XXXX  
(2) SECURITY CLEARANCE LEVEL: TS/SCI  
(3) NO GENDER RESTRICTIONS  
(4) 179 DAYS MINIMUM  
(5) REPORT DATE: 22MAY00 ALT 15JUN00  
(6) BY NAME (PRC OR ADSW) FILL: LT FINDME, USNR, 333-22-4444  
(7) VP/VQ OR TSC/MOCC EXPERIENCE REQUIRED  
(8) LOCATION OF TAD: N/A  
(9) CURRENT MANNING AUTHORIZED (BA/NMP/COB) 0/0/0//  
BT

Enclosure (1)



**OPNAV (N3/N5) BILLET VALIDATION PROCESS**

1. OPNAV (N3/N5) is the final approval authority for Individual Augmentation (IA) in support of NCA-directed operations. The following criteria shall be considered:

a. Is this an initial requirement for:

(1) An emergent contingency?

(2) An ongoing operation?

b. Is this a recurring requirement to sustain a contingency operation? Recurring IA requests for the same billet beyond 12 months will be assessed for potential Permanent Change of Station (PCS) fill.

c. What is the Navy component command's current manning?

d. What is the proposed manning for the national Joint Task Force (JTF)?

e. Has the Navy component commander justified additional IA support per enclosure (1)?

f. Is this a billet serving in direct support of the area of operation?

2. When OPNAV (N3/N5) determines that the billet is valid, OPNAV (N31) will coordinate with OPNAV (N12) and OPNAV (N095) to determine if the billet will be sourced by Active Component (AC) or Reserve Component (RC) personnel. It is important to recognize that the availability of a volunteer reservist identified to fill the billet (either in ADSW or PRC capacity) does not in itself make the billet valid. OPNAV (N3/N5) will adjudicate between OPNAV (N12) and OPNAV (N095) for the assignment responsibility of any unresolved, unassigned billet requirements.

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3. There are two conditions that dictate active and/or reserve personnel allocation for billet sourcing. Exhibit 2-1 reflects those conditions as follows:

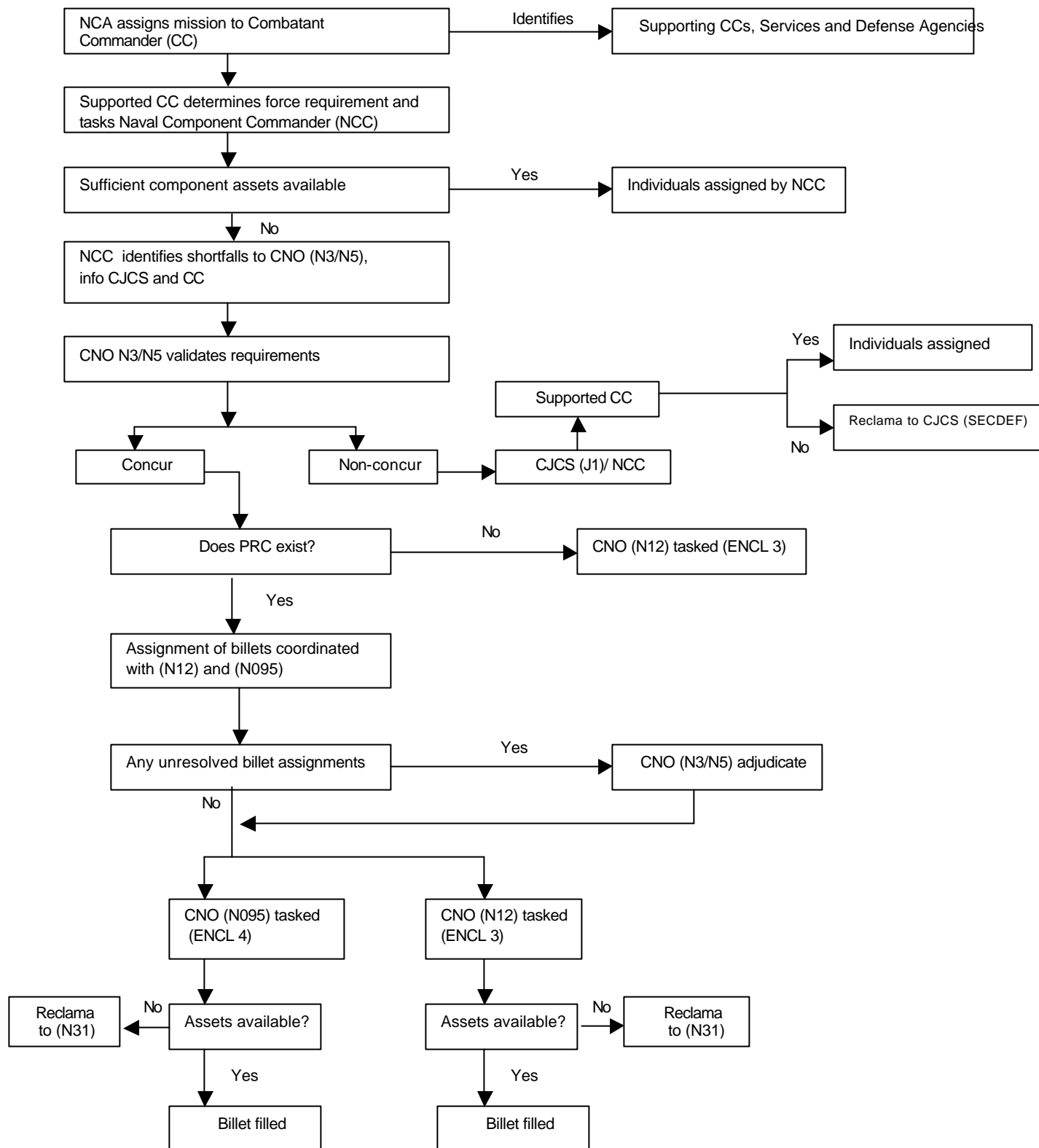
a. **Individual Augmentation without PRC authority.** If OPNAV (N3/N5) determines that the billet requirement is valid, then OPNAV (N12) will be tasked to source the billet. If the manpower resource is unavailable, OPNAV (N31) will notify the Joint Chiefs of Staff (J1) and the Navy Component Commander per enclosure (3).

b. **Individual Augmentation with PRC authority.** If PRC authority exists, OPNAV (N3/N5) will task the AC and the RC to source the validated requirements as appropriate. The Director of the Naval Reserve (N095) may fill IA requirements for a PRC using volunteers, non-volunteers, or the short-term reassignment of Training and Administration of Reserves (TAR) personnel as determined by the availability of personnel and the time available to fill the requirement per enclosures (3) and (4).

4. If the assets do not exist in the AC or the RC, OPNAV (N12 or N095, as applicable) will provide justification to OPNAV (N31) to reclama the Joint Staff (J1) as outlined in reference (a).

Enclosure (2)

**EXHIBIT 2-1 – INDIVIDUAL AUGMENTATION ASSIGNMENT PROCESS**



**ACTIVE COMPONENT PROCESS TO SOURCE BILLETS**

1. OPNAV (N12) will use the priorities described in this enclosure to fill OPNAV (N3/5) validated Individual Augmentation (IA) billet requirements. OPNAV (N12) will support the CINC's contingency mission, use volunteers (active or reserve) whenever available, and wherever possible, provide a minimum of 45 days advance notice to a non-volunteer individual augmentee. Use of non-volunteers has a negative impact on PERSTEMPO, morale, retention, and parent command readiness and is therefore to be avoided to the maximum extent possible.
2. Crisis response: OPNAV (N12) will fill billets as rapidly and efficiently as possible in accordance with reference (a).
3. Non-crisis response: Circumstances permitting, a minimum of 60 days notice will be provided to the tasked Manning Control Authority (MCA) or MCA sub-claimant to fill the IA requirement. The intent is to allow approximately 15 days for the command to identify the member, thereby providing the member a minimum of 45 days advance notice to prepare for deployment.
4. Recurring non-crisis response: OPNAV (N12) will fill validated recurring non-crisis IA requirements as follows:
  - a. Report date minus 180 days: the Navy component will submit billet requirements in enclosure (1) format at least 6 months prior to the required report date, circumstances permitting.
  - b. OPNAV (N12) will conduct a search for volunteers. OPNAV (N12) maintains a volunteer database, advertises in *Perspective*, *Link*, and *Naval Reservist News* magazines, maintains a web site, and provides input to the Commander Naval Reserve Force (CNRF) web site.
  - c. Report date minus 90 days: Assistance is solicited from active duty detailers. The detailers act as executive agent to fill certain recurring IA billets.

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d. Report date minus 60 days: If no volunteer is identified, the process to identify a non-volunteer is initiated. Tasking a non-volunteer forces an active duty member to deploy in support of a contingency operation. The Resource Information System (RIS) is used to determine which MCA, or in certain situations an MCA sub-claimant, is best manned to provide the required IA. The best manned MCA or MCA sub-claimant is then tasked to provide the required IA.

**Note:** If the Navy Component Command is best manned, it may be tasked to provide the required IA. IAs will be provided by internal Navy assets unless supporting CINC or defense agency manpower is required due to special circumstances. If supporting CINC or defense agency manpower assets are required to be tasked, the procedures of reference (a) apply.

5. If a tasked MCA or MCA sub-claimant desires to dispute the IA requirement, a reclama may be submitted to OPNAV (N31) per reference (a).

**Note:** The command tasked is considered best manned to provide, and the CINC's IA requirement must be filled by Navy assets. Even though a reclama is submitted, the tasked command must continue to prepare the designated individual for deployment until the reclama is resolved.

**RESERVE COMPONENT PROCESS TO SOURCE BILLETS**

1. OPNAV (N095) as the Director of Naval Reserve is the principal advisor to the CNO on all matters pertaining to the Naval Reserve Component except for extended recall or mobilization to active duty, which is under the purview of the Deputy Chief of Naval Operations (N1). OPNAV (N095) exercises policy, direction, control, administration and management of the Naval Reserve for the CNO. Additionally, OPNAV (N095) establishes plans, programs, units, organizations and procedures; monitors the status of mobilization readiness of units and personnel; and provides budgetary support for Naval Reserve activities and programs.

2. The following procedures apply:

a. PRC can be utilized for contingency operations when the President signs an Executive Order authorizing recall of Selected Reservists (SELRES). Requests for IA or unit forces from the Reserve Component are validated by OPNAV (N3/N5) and forwarded to OPNAV (N095) for execution. OPNAV (N095) assigns Commander, Naval Reserve Force (CNRF) as the execution authority for recall of Selected Reserve (SELRES) personnel and limited Individual Ready Reserve (IRR) personnel by letter, enclosing validation documentation from OPNAV (N31).

b. OPNAV (N095) liaisons daily with CNRF (N32) to maintain the current status of billets. CNRF ensures that billets are advertised on the CNRF Internet homepage as well as by Naval Message to all Naval Reserve activities. When required, OPNAV (N095) will direct CNRF execution policy for filling of critical contingency billets.

c. OPNAV (N095) monitors validated billets to ensure the presidential authorized end strength limit is not exceeded. Additionally, OPNAV (N095) maintains liaison with offices concerned with the PRC process (PERS-92, OPNAV (N31), OPNAV (N12), CINCPAC manpower offices) to ensure timely resolution of difficulties in billet fills or IA procedures.